

Facility Administrator Instructions

Login

1. Go to the Operator Certification Home Page at <http://deq.wyoming.gov/wqd/operator-certification/> , click on the **'Login'** link in the left hand sidebar, under **Resources**.
2. Use your egov user name and password. **DO NOT CREATE A SECOND EGOV PROFILE!**
 - a. Your account will lock after 2 failed attempts to log in; to unlock, contact the Operator Certification Office at 307-777-6128 or opcert@wyo.gov
 - b. Return to the egov website (<https://egov.state.wy.us/>) to find or reset your password. The egov Helpdesk number is 307-777-7400.

Links in the Blue Header:

1. **Home.** This is the link to the screen that you see when you log in. You may see important messages or links to documents on your home screen.
2. **Operator.** You will see this link only if you are an Operator. Use this link to open your Operator Detail page, where all of your certification related information is kept.
3. **Facility.** You will see this link if you are an Owner' Representative (Signer) or a Facility Administrator for your facility. Use this link to access the Facility Edit, Facility Configuration, and Facility Detail pages.
4. **Training.** You will see this link only if you are a training provider.
5. **Profile.** Use this link to edit your email address, mailing address, phone numbers, etc.
6. **Logout.** Use this link to log out of the database.

Select Your Facility:

1. Click on the **'Facility'** link in the blue header bar. A list of facilities for which you are the 'Facility Signer' or 'Owner's Signer' will appear.
2. Each facility row (Water, Distribution, Wastewater, Collection, or Consecutive) has 3 links:
 - a. Click on **'Edit'** to edit facility contact information
 - b. Click on **'Facility Configuration'** to view the current facility configuration report.
 - c. Click on **'Detail'** to designate or undesignate operators or request a facility review.
3. To switch to another system or facility, click on the **'Facility'** link in the blue header.
4. To navigate within a system, use the black drop-down menu. Hover over the **'Facility'** link in the blue header from any facility page. You can jump to that facility's **'Facility Edit'**, **'Facility Configuration'**, **'Facility Detail'** page, or jump to another **'Facility Detail'** page within that system.

Edit Facility Contact Information:

1. Click on the correct **'Edit'** or **'Facility Edit'** link. Each facility within a system has its own **'Facility Edit'** page which may need to be updated.
2. You may edit the facility mailing address, phone, and fax numbers. Additional changes may be sent to the Operator Certification Program at opcert@wyo.gov . Click **'Save'** when done editing.

Designate or Undesignate an Operator:

1. Click on the **'Facility Detail'** link for the facility where you would like to designate/undesignate an operator. You need to designate/undesignate the operator for each facility **separately**.
2. **Designate/undesignate operators within 10 days of them starting or stopping work.**
3. Designate an operator:
 - a. Click the **'Designate'** link at the very bottom left hand side of the page.
 - b. Type the first few letters of the operator's last name in the blue search bar. Wait for a drop-down list of operators that have those letters in their last name and select the correct operator from the list. **Do not type anything other than their last name!**
 - c. Check the check boxes to indicate their responsible operator/contract operator status.
 - d. Type the date that they started. If this date is longer than 45 days ago, type in the current date and then send opcrt@wyo.gov an email with the correct start date.
 - e. Click **'Designate'**.
4. Undesignate an operator:
 - a. Find the operator you wish to undesignate and click on the **'Undesignate'** button to the right of their name.
 - b. Enter the last day that they worked for you (termination date).
 - c. Click **'Undesignate'**.
5. The **'Show Undesignated'** link in the lower right corner shows a list of operators removed from the facility. You may edit termination dates or reinstate an operator with no break in service by deleting the termination date. Click **'Update'** when done.

Responsible Charge/Contract Operator Status:

1. Select the operator's name from the list of designated operators at the bottom of the **'Facility Detail'** page and click on the **'Edit'** link to the right of their name.
2. Check/uncheck the check boxes to indicate their responsible charge and/or contract operator status. Click **'Update'** when done.
 - a. Only **one** licensed operator may be selected as responsible charge at a time.
 - b. Operators must hold the appropriate license to be selected as a responsible charge or contract operator.

Request a Facility Review:

1. Open the **'Facility Detail'** page for the facility that needs a review.
2. In the Configuration Request box in the top left corner of the page, click on the **'Request'** link.
3. Check the check box and click **'Submit'**. Uncheck the box to withdraw the request.
4. Today's date will appear in the Configuration Request box.

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